

# Shift in Employment Status Notification

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are writing to formally notify you of a shift in your employment status with [Company Name]. As of [Effective Date], your position will be changed from [Current Position] to [New Position].

This change comes as a result of [brief reason for the change, e.g., company restructuring, performance review, etc.]. We believe this new role will align better with our organizational goals and your professional growth.

You will be provided with additional details regarding your new responsibilities, reporting structure, and any adjustments to your compensation package during our next meeting on [Insert Date].

We appreciate your understanding and flexibility during this transition. Please feel free to reach out to me directly at [Your Contact Information] if you have any questions or concerns.

Thank you for your ongoing commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]